<u>Dictionary Categories for Trustees</u> (April 2007)

BANKRUPTCY

ANSWERS/RESPONSE		
Reference an Existing motion/application Objection Reply Response		
Other Answer Involuntary Answer		

APPEAL

Addendum to Record on Appeal

Appellant Designation Appellee Designation

Certification of Direct Appeal to Court of Appeals

Civil Cover Sheet (Appeal)

Cross Appeal Election to Appeal Forma Pauperis

Joint Certification to Court of Appeals

Notice of Appeal

Notice of Docketing Record on Appeal Request For Certification of Direct Appeal

Request for Transcript re: Appeal Statement of Issues on Appeal

Transcript

Transcript Re: Appeal Transcript Request

Transmittal of Complete Record on Appeal Transmittal of Record for Preliminary Hearing

BATCH FILINGS

Affidavit of Default w/Certificate of Service(batch)

Affidavit of Default(batch)

Annual Trustee's Report (batch)

Certificate of No Response (batch)

Certificate of Service (batch)

Chapter 13 Trustees's Final Report and Account - Converted (batch)

Chapter 13 Trustees's Final Report and Account - Discharge (batch)

Chapter 13 Trustees's Final Report and Account - Dismissed (batch)

Chapter 13 Trustees's Final Report and Account - Hardship Discharge(batch)

Chapter 7 Trustee's Report of No Distribution (batch)

Mot. Dismiss Case Response and Oral Notice w/ Cert. Of Serv.(5day)(batch)

Mot. Dismiss Case/Response Notice w/Cert. Of Serv.(15day) (batch)

Motion to Dismiss Case with 20 day Notice and Cert. Of Service (batch)

Notice of Discrepancy (batch)

Notice of Firm Name Change (batch)

Notice of Presentment of Order with Certificate of Service (batch)

Ntc of Default, Opportunity to Cure w/Cert of Service (batch)

Obj to Confirmation of Plan w/Cert of Service (batch)

Obj to Debtor's Exemptions, brief, notice w/Certificate of Service (batch)

Obj to Fee Application w/Certificate of Service (batch)

Obj to Plan Modifications w/Certificate of Service (batch)

Objection to Claim, notice w/Certificate of Service (batch)

Statement of No Determination of Presumed Abuse (batch)

Statement of No Means Testing Documents Filed (batch)

Stipulation (batch)

Trustee's Interim Report (batch)

Trustee's Motion Declining Dismissal of Case (batch)

CLAIM ACTIONS

Notice Assignor of Claim (Dow Case)

Notice of Withdrawal of Objection to Claim

Objection to Claim with response date and Notice of Hearing

Objection to Transfer of Claim

Reclassify Claims

Satisfaction of Claim

Transfer of Claim

Transfer of Claim with Waiver

Withdrawal of Claim

MOTIONS/APPLICATIONS

Abandon (No Fee)

Abandonment (Compel) (fee)

Abstention Under Section 305

Access to Tax Documents

Adequate Protection

Adequate Protection/Pre Confirmation Payments

Administrative Expenses

Allow Claim(s)

Allow Claims Temp Allowance of Claim (Dow only)

Allow Payment Arrearages

Amend

Amended Application

Amended Motion Appear pro hac vice

Appoint Creditors Committee

Appoint Examiner

Appoint Trustee

Appointment of Consumer Privacy Ombudsman

Approval of Certificate of Exigent Circumstances re: Waiver of Credit Counseling Approve Compromise Under rule 9019

Assume or Reject Lease or Executory Contract

Authority to Obtain Credit Under Section 364

Avoid Lien

Avoid Lien on Household Goods 522(f)(1)(B)(i)

Cancel Meeting of Creditors Certification to Court of Appeals

Change Venue

Chapter 11 First Day Motions

Compel

Compensation

Compromise/Settle Controversy

Consolidate

Contempt

Continuation of Utility Service Continue/Reschedule/Adjourn Hearing

Continue/Reschedule/Adjourn Meeting of Creditors

Convert Case 11 to 7

Convert Case 12 to 11 Convert Case 12 to 13

Convert Case 12 to 7

Convert Case 13 to 11

Convert Case 13 to 7

Convert Case 7 to 11

Convert Case from Chapter 9 to Chapter 7

Convert Case to 12 Convert Case to 13

Damages for Creditor Misconduct

Default Judgment

Delay Discharge

Deposit Funds into Court Registry

Determine/Establish Value

Disallow Claim(s) Disgorgement

Dismiss Case

Dismiss Case and Bar Filing

Dismiss Case for Failure to File Documents Under 521(i) Dismiss Case for Failure to File Taxes

Dismiss Case for Failure to Make Plan Payments

Dismiss Party Dismiss as to One Joint Debtor Only

Dismiss for Failure to File Tax Documents

Dismiss/Withdraw Document

Divert Mail Employ

Enforce

Examination (2004)

Excuse/Waive

Exemption from Credit Counseling

Exemption from Financial Management Course

Expedite Hearing

Expunge Extend

Extend Automatic Stay

Extend Deadline to File Schedules

Extend Obj. Deadline to File 727 Complaint Extend Time to Appeal Under Rule 8002(c)

Extend/Limit Exclusivity Period

File Amended Proof of Claim

File Claim After Claims Bar Date

File Paper Documents

For Order to Show Cause Hardship Discharge

Impose Automatic Stay Increase Assurance Payment

Joint Administration

Leave to Appeal Limit Notice

Mediation

Modify Automatic Stay

Modify Plan

More Definite Statement

Object to Debtor's Designation as a Small Business

Object to Small Business Designation

Objection to Claim with response date and Notice of Hearing Objection to Debtor's Claim of Exemptions

Pay Filing Fee in Installments Pay Unclaimed Dividends

Preliminary Injunction

Pro Bono Counsel Prohibit Use Cash Collateral

Protective Order

Quash

Reaffirmation

Reaffirmation - Presumption of Undue Hardship Applies

Reaffirmation for Pro Se Debtor

Reclassify Claims

Reconsider

Recuse Judge

Redeem Property of the Estate Reinstate Case

Reinstate Stay

Reinstatement of Retiree Benefits

Release

Release Employer From Payments

Release Funds from Court Registry

Relief from Co-Debtor Stay

Relief from Stay

Relief from Stay and Waiving FRBP 4001 (a)(3)

Relief from Stay, Co-Debtor Stay and Waiving 4001 (a)(3)

Relieved from Pro Bono Appointment

Remand

Remit Direct Payment

Remove Debtor as Debtor in Possession

Remove Professional Remove Trustee Reopen Chapter 11 Case

Reopen Chapter 12 Case Reopen Chapter 13 Case Reopen Chapter 15 Case

Reopen Chapter 7 Case
Request Debtor to File Copies of Tax Documents

Request for Certification of Direct Appeal

Requesting Determination of Small Business Restrict Public Access

Retain/Refund Taxes

Sale of Property under Section 363(b)

Sanctions

Seal

Sell Property Free and Clear of Lien Sell and Transfer Liens

Set Aside/Vacate Discharge Setting Property Value

Sever Chapter 11 Case

Sever Chapter 12 Case

Sever Chapter 13 Case Sever Chapter 7 Case

Shorten/Reduce

Stay Pending Appeal

Stipulation for Compensation Stipulation for Relief from Stay

Stipulation to Modify Automatic Stay Strike Document

Substitute Attorney

Summary Judgment

Suspend Plan Payments Temporary Restraining Order (Motion)

Termination or Absence of Stay
Transfer/Change Venue of Case (Out of District)
Transfer/Change Venue of Case to Another Division (within district)

Turnover/Return UST Approval of Trustee Pursuant to 11 USC Sec. 1104(c) (Ch. 11) Use Cash Collateral

Vacate/Set Aside Voluntary Dismissal of Bankruptcy Case

Waive Appearance

Waive Filing Fee

Waive Pay Order Withdraw As Attorney Withdrawal of Reference

generic Application generic Motion

Multi Case Docketing

Meeting of Creditors Held Meeting of Creditors Not Held

UST Statement of Presumed Abuse (multi)

NOTICES

Creditors Request for Notice

Notice Assume or Rejection

Notice and Opportunity for Hearing 10 day

Notice and Opportunity for Hearing 15 day

Notice and Opportunity for Hearing 20 day

Notice and Opportunity for Hearing 25 day

Notice and Opportunity for Hearing 5 day

Notice of Appointment of Creditor Committee

Notice of Assets

Notice of Commencement of Chapter 15 Case

Notice of Compliance of Attorney Fees not Awarded w/Cert of Service

Notice of Compliance to Return Funds w/Certificate of Service

Notice of Dow Claimant

Notice of Extended Deadline L.B.R. 1009-1

Notice of Failure to Submit Statement of S.S. No.

Notice of Filing Tax Returns

Notice of Foreign Representative's Intent to Commence Case

Notice of Hearing on Confirmation of Ch. 12 Plan

Notice of Intent to File Final Report

Notice of Intent to Sell

Notice of Itemization of Trustee's Attorney Fees and Costs

Notice of Monthly Fee Statement (Ch. 11)

Notice of Mtg of Creditors Cont/Resch/Adj

Notice of Omnibus Hearing

Notice of Override of Preferred Address 342(e)

Notice of Payment Change

Notice of Petition for Recognition of Foreign Proceeding

Notice of Presentment of Order

Notice of Proposed Abandonment

Notice of Proposed Modification of Plan

Notice of Proposed Use, Sale or Lease of Property

Notice of Substitution of Attorney (within the same firm)

Notice of Unclaimed Dividends

Notice of Voluntary Conversion from Chapter 13 to Chapter 7

Notice of Withdrawal

Notice of Withdrawal of Objection to Claim

Notice to File Claims

Notice to Individual Consumer Debtor Under 342(b)

Notice to Professionals to file fees

Notice to Respond

Notice to Take Deposition

Notice/Affidavit of Default

Proof of Oral Notice

Req to be Removed from Receiving Electronic Filings in a Case

Request to Resume Receiving Electronic Filings in a Case

OPEN BK CASE

This event is used when your opening a new bankruptcy case.

OTHER

20 Largest Unsecured Creditors

Affidavit

Affidavit to Employ Trustee's Firm

Affirmative Defenses

Agenda for Omnibus Hearing(s)

Amended Statement of Social Security Number(s)

Assumption of Lease

Auditors Report

BPP Disclosure Notice to Debtors - Form 19B

Balance Sheet for Small Business

Bankruptcy Cover Sheet

Brief

Business Plan Filed

Cash Flow Statement for Small Business

Certificate of Budget and Credit Counseling Course

Certificate of Compliance for Proof of Insurance for Secured Creditors

Certificate of Compliance of Submission of Employee Income Records

Certificate of Service

Certificate of Service of Tax Information to Requestor

Certificate of Service of Tax Information to Taxing Authority

Certificate of Completion of Financial Management Course

Certification of Non-Response

Certification of Reaffirmation Agreement

Chapter 11 Ballots

Chapter 11 Statement of Current Monthly Income - Form 22B

Chapter 13 Statement of Current Monthly and Disposable Income (22C)

Chapter 15 List

Chapter 7 Means Test

Concurrence

Cover Sheet for Amendments to Schedules and or Statements

Cover Sheet for Motion to Use Cash Collateral

Creditor Request for Notice Cure of Residential Judgment

Debtor Repayment Plan

Debtor's Chapter 13 Confirmation Hearing Certificate

Debtor's Chapter 13 Confirmation Hearing Statement

Debtor's Election of Small Business Designation

Debtor's Rebuttal of Presumption of Abuse

Declaration

Declaration by BPP - Form 19A

Declaration under Penalty of Perjury

Disclosure of Compensation of Attorney

Domestic Support Obligations

Employee Income Records

Equity Security Holders

Estimate of Time for Hearing (Dow)

Exhibit

Exhibit 6-Documentary Exhibits

Exhibit D

Exhibit List

Exigent Circumstances re: Credit Counseling Waiver Expenses re: FVPS

Findings of Fact and Conclusions of Law

Garnishee Disclosure

Initial Disclosure Parties Rule 26 (a)(1)

Intent to Cure Default

Interrogatories

Involuntary Summons Service Executed Involuntary Summons Service Unexecuted

Joint Bk Accounting Statement 2012(B)

Letter Matrix Filed Matrix Uploaded

Memorandum

Monthly Income & Expense Statement

Nondischargeable Debt Notice Assume or Rejection

Notice Special Appearance of Atty for 341 only

Notice of Appearance and Request for Notice

Notice of Change of Address

Notice of Compliance of Attorney Fees not Awarded w/Cert of Service

Notice of Compliance to Return Funds w/Certificate of Service

Notice of Filing Authorization for Corporation (1074-1)

Notice of Joinder of Petitioning Creditor(s)

Notice of Withdrawal

Notice to Professional to file fees

Notice/Affidavit of Default

Obj to Plan Modifications w/Certificate of Service

Objection-Other than motions

Objection to Confirmation of Plan

Objection to Debtor's Claim of Exemptions

Objection to Homestead Exemption

Objection to Professional Fees

Ombudsman Report

Power of Attorney

Presumption of Undue Hardship

Proof of Oral Notice

Proposed Plan Modification

Protection of Property from Damage

Reaffirmation Agreement for Debtor without an Attorney

Reaffirmation Agreement w/Declaration Reaffirmation Disclosure Statement Rebuttal of Presumption of Undue Hardship

Recision of Reaffirmation Agreement

Redemption Agreement Report and Recommendation

Report of Parties Rule 26(f) Conference

Report of Sale

Report on Confirmation of Plan

Request For Utility Assurances

Request for Admissions

Request for Debtor to File Tax Information

Request for Hearing

Request for Production of Doc

Request for Telephonic Hearing

Required Brief

Requirements Upon Conversion Satisfaction of Judgment

Schedule A - Real Property

Schedule B - Personal Property

Schedule C - Property Claimed as Exempt Schedule D - Creditors Holding Secured Claims

Schedule E - Creditors Holding Unsecured Priority Claims Schedule F - Creditors Holding Unsecured Nonpriority Claims

Schedule G - Executory Contracts and Unexpired Leases

Schedule H - CoDebtors Schedule I - Average Income Schedule J - Current Expenditures

Schedules A-J

Statement of Corporate Ownership

Statement in Support of Reaffirmation Agreement

Statement of Fees and Expenses (Ch 11) Statement of Financial Affairs

Statement of Good Faith Filing Statement of Intent

Statement of Operations for Small Business

Statement of Petition Preparer Statement of Social Security Number

Statistical Summary of Certain Liabilities Status Conference Report

Stipulation

Stipulation for Mediation Stipulation for Relief from Stay

Stipulation to Modify Automatic Stay Subpoena Executed Substitution of Attorney Summary of Schedules Tax Documents Transcript

Transcript Request Verified Statement 2019

Witness List

PLAN

Amended Chapter 11 Plan

Amended Chapter 11 Small Business Plan

Amended Chapter 13 Plan

Amended Combined Plan/Discl Stmt

Amended Disclosure Statement

Amended Plan Prior to Confirmation

Business Plan Filed

Chapter 11 Plan

Chapter 11 Small Business Plan

Chapter 12 Plan

Chapter 13 Plan

Chapter 9 Plan

Combined Plan and Disclosure Statement

Disclosure Statement

Disclosure Statement for Small Business

Modified Plan After Confirmation

Objection to Confirmation of Plan

Proposed Plan Modification

TRUSTEE/US TRUSTEE

1 Final Report and Account-Asset

2 Trustee's Application for Compensation

Abandon (No Fee)

Abandonment (Compel) (fee)

Affidavit to Employ Trustee's Firm Appointment of Interim Trustee

Appointment of Ombudsman

Appointment of Unsecured Creditors Committee

Auditors Report

Certificate of Distribution

Certificate of Service

Certificate/Notice of Appointment Successor Trustee

Chapter 12 Trustee's Final Report and Account

Chapter 13 Plan Recommendation

Chapter 13 Trustee's Final Report and Account - Converted

Chapter 13 Trustee's Final Report and Account - Discharge

Chapter 13 Trustee's Final Report and Account - Dismissed

Chapter 13 Trustee's Final Report and Account - Hardship Discharge

Chapter 7 Trustee's Final Report and Account - Converted Chapter 7 Trustee's Report of No Distribution

Claim Recommendation

Continuance of Meeting of Creditors

Convert Case 11 to 7

Convert Case 12 to 11

Convert Case 12 to 13

Convert Case 12 to 7

Convert Case 13 to 7

Convert Case to 12

Convert Case form Chapter 9 to Chapter 7

Convert Case to 12

Convert Case to 13

Declining Dismissal of Case Under Section 521(i)(4)

Determine Value of Property

Dismiss Case

Dismiss Case (U.S. Trustee's Motion (707(b))

Dismiss Case - 707(b)(2)(A) Dismiss Not Appropriate

Final Report of Resigned Trustee

Joint Bk Accounting Statement 2012(B)

Notice Appointing Trustee

Notice and Opportunity for Hearing 5 day

Notice of Assets

Notice of Dow Claimant

Notice of Filing of Tax Returns

Notice of Inability to Appoint Crd. Comm.

Notice of Intent to File Final Report Notice of Unclaimed Dividends

Notice of Withdrawal of Objection to Claim

Notice of Withdrawal with Certificate of Service

Notice to Professionals to file fees

Obj to Plan Modifications w/Certificate of Service Objection to Claim with response date and Notice of Hearing

Objections to Confirmation of Plan

Objection to Debtor's Claim of Exemptions

Proof of Oral Notice

Reopen Chapter 15 Case

Reopen Chapter 7 Case

Report of Sale

Report on Confirmation of Plan

Request to Defer Payment

Selected for Audit

Setting a 341 meeting in a Reinstated Case

Statement of Change of Presumed Abuse

Statement of Consent by United States Trustee

Statement of No Determination of Presumed Abuse

Statement of No Means Testing Documents Filed

Supplemental Statement No Presumed Abuse

Supplemental Statement Presumed Abuse Trustee's Final Account Certification

Trustee's Interim Report

Trustee's Notice of Intent to Abandon

Trustee's Notice to Holders Allowed Claims

Trustee's Report on Coverted Case

Trustee's Report on Dismissed Case

UST 2014 Statement of Concurrence

UST Statement Declination 11USC 704(b)(2)

UST Statement of Presumed Abuse

TRUSTEE'S 341 FILINGS

This option displays a list of cases scheduled for a specific date, and allows the trustee to specify the action to be docketed for each.

Enter the desired 341(a) hearing date in the format dd/mm/yy, or click *Calendar* and select the date. Click *Next*. Cases are selected which have a 341 meeting scheduled on that date, for which you (the current user) are the trustee.

For each case listed, specify one of the options below, then click Submit

No Action - Click this button if no action is to be taken in the case.

Report of No Distribution - Click this button to have the Report of No-Distribution automatically docketed to the case.

Initial Report - Click this button to have the Initial Report automatically docketed to the case.

<u>Continue To</u> - Click this button to continue the 341(a) meeting, selecting the date in the format dd/mm/yy, time and AM or PM.

FILE CLAIMS

Search for Creditor

The creditor must be associated with the case before you add a proof of claim.

- Enter the case number.
- Enter the creditor name or part of the name for a name search. This search is case insensitive and will find all matches that contain the letters entered. Leave the Name field blank to view a drop-down list of all creditors.
- Leave the type of creditor at creditor.

Select a Creditor for Claim

Select the creditor for whom the proof of claim is being filed and click Next.

If the creditor is not displayed on the list, click on the "Add Creditor" link, which will allow you to add an unlimited number of creditors.

Proof of Claim Information

- Fill in the amount(s) claimed.
- Do NOT fill in the amount(s) allowed.
- If necessary, enter a short description of the claim in Description field.
- If necessary, enter any remarks in the Remarks field.

CREDITOR MAINTENANCE

Enter individual creditors

Upload a creditor matrix file

ADVERSARY

ANSWERS		
Motion/Application Objection Reply Response		
Complaint, 3 rd , cross, counter		

APPEAL	
Addendum of Record on Appeal	
Appellant Designation	
Appellee Designation	
Certification of Direct Appeal to Court of Appeals	
Civil Cover Sheet (appeal)	
Civil Cover Sheet Issued	
Cross Appeal	
Election to Appeal	
Forma Pauperis	
Joint Certification to Court of Appeals	
Notice of Appeal	
Notice of Docketing Record on Appeal	
Request for Certification of Direct Appeal	
Request for Transcript re: Appeal	
Statement of Issues on Appeal	
Transcript	
Transcript Re: Appeal	
Transcript Request	
Transmittal of Complete Record on Appeal	
Transmittal of Record for Preliminary Hearing	

COMPLAINT & SUMMONS		
Amended Complaint Amended Notice of Removal Counterclaim Crossclaim Registration of Foreign Judgment Summons Service Executed Summons Service Unexecuted Third-Party Complaint		

MOTIONS

Allow Claims Temp Allowance of Claims (Dow only)

Amended Application Amended Motion Appear pro hac vice

Certification to Court of Appeals

Change Venue

Compel

Compromise/Settle Controversy

Consolidate Contempt

Continue/Reschedule/Adjourn Hearing

Default Judgment

Deposit Funds into Court Registry Dismiss Adversary Proceeding

Dismiss Defendant(s) Dismiss Party Dismiss Plaintiff(s)

Dismiss as to One Joint Debtor Only

Dismiss/Withdraw Document

Employ

Enforce Expedite Hearing Expunge Extend

Extent Obj. Deadline to File 727 Complaint

File Paper Documents

For Order to Show Cause Forma Pauperis

Intervene

Mediation

Joint Administration Jury Trial Leave to Appeal

More Definite Statement

Preliminary Injunction

Pro Bono Counsel Protective Order

Quash

Reconsider

Reinstate Case

Release

Relieved from Pro Bono Appointment

Remand

Reopen Adversary

Request for Certification of Direct Appeal

Restrict Public Access

Sanctions Seal

Setting Property Value Shorten/Reduce

Stav

Stay Pending Appeal

Stipulated Dismissal of Adversary Proceeding Stipulated Settlement of Adversary Proceeding

Strike Document

Substitute Attorney Summary Judgment

Temporary Restraining Order (Motion)

Transfer/Change Venue of Adversary Case (Out of District)

Transfer/Change Venue of Adversary Case to Another Division (Within District)

Turnover/Return Vacate/Set Aside Withdraw as Attorney Withdrawal of Reference generic Application

generic Motion

NOTICES

Notice and Opportunity for Hearing 10 day

Notice and Opportunity for Hearing 15 day

Notice and Opportunity for Hearing 20 day

Notice and Opportunity for Hearing 25 Day

Notice and Opportunity for Hearing 5 Day

Notice of Omnibus Hearing

Notice of Presentment of Order

Notice of Stipulated Dismissal in an Adversary Proceeding

Notice of Voluntary Dismissal

Notice to Take Deposition

Notice/Affidavit of Default

Proof of Oral Notice

Req to be Removed from Receiving Electronic Filings in a Case

Request to Resume Receiving Electronic Filings in a Case

OPEN AP CASE

This event is used when your opening a new adversary case.

OTHER

Affidavit

Affirmative Defenses

Brief

Certificate of Service

Certification of Non-Response

Concurrence

Declaration

Estimate of Time for Hearing (Dow)

Exhibit

Exhibit List

Findings of Fact and Conclusions of Law

Garnishee Disclosure

Initial Disclosure Parties Rule 26(a) (1)

Interrogatories

Joint Final Pre-Trial Statement

Joint Statement Re: 727 (L.B.R. 7041-1)

Jury Demand

Letter

Memorandum

Notice of Appearance and Request for Notice

Notice of Withdrawal Notice/Affidavit of Default

Objection - Other than Motions

Power of Attorney Proof of Oral Notice Report of Mediation

Report of Parties 26(f) Conference

Request for Admissions

Request for Clerk's Entry Default

Request for Hearing

Request for Production of Doc

Request for Telephonic Hearing

Required Brief

Satisfaction Judgment

Statement of Corporate Ownership

Statement of Intent

Status Conference Report

Stipulated Dismissal of Adversary Proceeding Stipulated Settlement of Adversary Proceeding

Stipulation

Stipulation for Mediation

Subpoena Executed

Substitution of Attorney

Transcript

Transcript Request

Verified Statement 2019

Witness List